



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PUBLICATIONS EDITOR II	33	B	7.849
PUBLICATIONS EDITOR I	31	B	7.830

SERIES CONCEPT

Under direction, Publications Editors perform technical and copy editing, provide research and editorial assistance to authors, coordinate production of books, manuscripts, or magazines and perform related work as required.

Assists authors during manuscript preparation by reviewing drafts; suggests improvements for readability, organization and clarity; discusses editorial style, policy, and production schedules; and tracks work in progress to ensure completion as scheduled.

Performs copyediting, including reviewing and revising for organization, clarity, consistency, grammar, spelling, usage of technical terms, and style; eliminates redundancies, ambiguities, and inconsistencies; rephrases narrative without changing author's meaning; determines format and layout; resolves bibliographic problems; inserts headings and captions; performs research to verify factual material; and prepares manuscripts for publication.

Performs production editing by completing layout of manuscript, photographs, and artwork; preparing specifications for typesetting or producing camera-ready copy using desktop publishing software; proofreading; correcting; reviewing and approving galley proofs and bluelines; and ensuring that final product is error free. May arrange for the services of freelance editors or writers, negotiate fees, and review vendors' work.

Maintains related records and databases and prepares related reports.

CLASS CONCEPTS

PUBLICATIONS EDITOR II

Under direction, performs the full range of duties in the series concept for books or other complex publications such as scientific or professional journals. This level is distinguished from the journey level by participation in evaluation and selection of manuscripts for publication, often requiring interaction with professional reviewers; extensive rewriting; and work with academic manuscripts requiring specialized knowledge of a particular discipline and/or the ability to comprehend and evaluate material from several disciplines.

CLASS CONCEPTS (cont.)

PUBLICATIONS EDITOR I

Under direction, performs the full range of duties outlined in the series concept, typically for magazines, brochures, catalogs and/or newsletters and other internal communications. This is the journey level for this class series.

MINIMUM QUALIFICATIONS

PUBLICATIONS EDITOR II

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in English, Journalism or a closely related field and two years of technical writing or editing experience, one year of which included conducting the preliminary evaluation of manuscripts, developmental editing, or working with authors on manuscript revision; OR

II

An equivalent combination of education and/or experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to evaluate manuscripts and determine suitability for publication.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance, or other evaluation procedures.)

Ability to evaluate complex manuscripts for publication suitability; communicate professional reviewers' concerns to authors; and reconcile manuscript problems with authors. Ability to comprehend and write clearly on a wide variety of topics. Ability to identify key points and summarize complex narrative into abstracts or promotional literature. Some positions in this class may require knowledge of a specialized academic field.

In addition, all other knowledge, skills and abilities required in the lower level of the series.

MINIMUM QUALIFICATIONS (cont.)

PUBLICATIONS EDITOR I

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in English, Journalism or a closely related field and one year of technical writing or editing experience; OR

II

An equivalent combination of education and/or experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Detailed knowledge of standard editing marks for making and reading changes. Working knowledge of publishing terminology. Knowledge of the agency's goals and objectives; knowledge of departmental requirements and standards as they pertain to editing publications. Working knowledge of copyright and libel laws. Working knowledge of publishing terminology. Knowledge of type, layout, photography, and graphics required in a publication directed to a wide public.

Ability to operate computers and software used in the assigned work location.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of English grammar, spelling, punctuation, and style. Knowledge of common sources of style information (e.g. AP Stylebook, Chicago Manual of Style, etc.).

Ability to comprehend material written for varied audiences (general public to scientific), identify audience characteristics and translate material to suit other audiences. Ability to pay close attention to detail. Ability to analyze manuscripts and establish consistency, conciseness, and clarity. Ability to judge strengths and weaknesses of manuscripts. Ability to edit and proofread rapidly and accurately. Ability to communicate effectively, both orally and in writing with a wide variety of individuals on various topics. Ability to establish cooperative working relationships.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.849</u>	<u>7.830</u>
ESTABLISHED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC